

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
HELD AT CLEARVIEW, IN THE CHAPEL
198 COUNTY DF
JUNEAU, WI 53039**

JUNE 1, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Jeff Duchac
Dan Hilbert
Tom Schaefer

ABSENT: Lisa Derr

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Administrator; Bill Wiley, Director of Finance; Jim Hill, Director of Environmental Services; Adam Kikkert, Maintenance Lead; Lori Kurutz, Director of Support Services; Jessica Strean, Assisted Living Supervisor; Maggie Spinler, Administrative Secretary-Nursing Services; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF MAY 10, 2016 MEETING:** Motion made by Hilbert to approve the May 10, 2016 Minutes; seconded by Duchac. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Hilbert. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	23 of 30, with 1 admission later today
Clearview:	130 of 140
Clearview Behavioral Health 1/2:	19 of 20
ICF-IID (formerly FDD):	42 of 46, with 1 referral
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20, with 5 referrals

9. **ADMINISTRATOR'S REPORT:**

- **Tour of Mechanical Room:** Jim Hill, Environmental Services Director, and Adam Kikkert, Maintenance Lead, gave a tour of the Mechanical Room, the Server Room, employee exercise room, and Central Supply. Highlights of the tour included:
 - **Mechanical/Electrical Room:** Hot water supply/return, energy efficient solar panels, fire alarm system*, compressor (which runs the dental equipment), plumbing, radiant floor heating (if 55° or below, the floor heating kicks in), four boilers (one boiler is going at all times, on a rotating basis), three water heaters (temps checked daily), three water softeners, sprinkler system, emergency generators (tested two times a month).

* Kikkert is the staff educator on fire drills; drills are held three times a month, on all three shifts.
 - **Server Room:** The server room houses back-up for the County IT equipment, as well as cable TV, nurse call system, door security, telephones, and Identocard.
 - **Employee Exercise Room:** There are two treadmills and an exercise bike in the exercise room. Employees participating in a variety of different activities (bicycling, running, swimming, walking, or weight training) are eligible for an incentive award if they meet certain requirements, through Unity Insurance.
 - **Central Supply:** Maggie Spinler, Administrative Secretary – Nursing Services, discussed her duties in Central Supply. She places orders / delivers supplies every week for nursing, briefs, office supplies, etc. Inventory is taken on a yearly basis.
- **Siding Project Update:** Jim Mielke, Larry Bischoff, Hooper, Wiley, and Hill met with Chris Waldron and Mark Sievert of Boldt Construction to discuss the siding project. The goal is to get the siding project done before it gets cold at the end of 2016. There are a few siding options: Polymer Based Exterior Insulation Finish System (“EIFS”), metal siding, or LP Smartside. There were two quotes received, one from Boldt Construction, and the other from Maas Brothers, with Boldt having the low quote. There is \$436,000 budgeted for this project. In approximately two weeks, Boldt will provide an estimate of the cost for each of the options. The project will take seven to eight weeks to complete from start to finish. Hooper and Hill spoke with David Beyer, Engineer for the State of Wisconsin Department Health Services; Beyer said that plans do not need to be submitted to the State for this project. The Committee will be updated at the July 6, 2016 Health Facilities meeting.
- **Employee Information ~ Clearview Website:** Hooper reported that an “Employee Information” tab has been added to Clearview’s website; Dodge County’s Personnel Policies and Procedures Manual is included, as well as employee information related to attendance; breaks (meal and 15 minute); Employee Assistance Program (“EAP”); flexi (non-benefited) Households Assistants II; in-services and on-line education; personal appearance; and worker’s compensation. Also, a demographic poll was taken on May 18, 2016, by Angi Zilliox, Human Resource Specialist, regarding current employees. On that date, there was a total of 373 employees at Clearview, 118 employees fell into the “Baby

Boomer” category (born between 1946 and 1964), 93 fell into the “Generation X” category (born between 1965 and 1979), and 162 fell into the “Millennials” category (born between 1980 and 2000).

- **Unbudgeted/Excess Revenue Appropriation Authority:** A May 10, 2016 memo regarding unbudgeted/excess revenue appropriation, prepared by Julie Kolp, Dodge County Finance Director, was discussed. The Finance Department recommends that a Resolution be drafted for consideration by the County Board, “requesting a delegation to the Dodge County Finance Director, of the County Board’s authority to change/amend an adopted budget for unbudgeted/excess revenues and expenditures, up to \$50,000, per individual request submitted by a department head or an elected official.”
- **Marsh Country Health Alliance (“MCHA”) ~ 2017 Rate Setting Meeting on 6/27/16:** The Medicare and Medicaid Cost Reports have been completed and submitted. Assessment rate invoices for January 1, 2016 through June 30, 2016 were sent out last week to each of the Commission’s 13 counties. MCHA’s annual meeting will be held on August 29, 2016.
- **Discussion on Potential Impact to Clearview on Department of Labor White Collar Overtime Rule:** A discussion was held regarding the White Collar Overtime Rule which takes effect on December 1, 2016. Key provisions of the final rule include: salary threshold, automatic updates to salary threshold, duties test, highly compensated employees, and bonuses/incentive payments/commissions. Labor grades 5, 6, and 7 may be impacted by this rule.
- **Consider, Discuss, and Take Potential Action on LeadingChoice Network:** Hooper updated the Committee regarding conference calls between the Reinhart law firm, Attorney Andy Phillips, Woodland Enhanced Health Services (Clark County), Mississippi Valley Health Services Commission (LaCrosse County), and Clearview/Marsh Country Health Alliance. All three commissions will not be joining LeadingChoice Network at this time but have the option to do so in the future if they so choose.
- The Juneau American Legion was at Clearview on Friday, May 27, 2016, for their annual Memorial Day ceremony. “Taps” was played, there was a 21-gun salute, and veterans were honored and remembered.

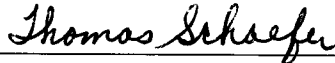
FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **Siding Project Update:** The Committee was notified that the Certainteed Siding claim was submitted. The Committee was also informed that a meeting had taken place with Boldt representatives to reassess and evaluate possible replacement options. Boldt will provide estimates on different types of siding options. It was suggested that the County Board be presented with a brief slideshow of why the project is happening due to its high visibility. Pictures of various areas of the building showing the problems with the siding are to be included.

- **Unbudgeted/Excess Revenue Appropriation Authority:** The Committee was presented with the proposed resolution granting the Dodge County Finance Director the authority to change/amend an adopted budget for unbudgeted/excess revenues and expenditures up to \$50,000 per individual request. Support of the Committee was requested of this proposed resolution.
 - **MCHA Rate 2017 Rate Setting Meeting:** The Committee was notified that the 2017 MCHA rate setting meeting will occur on June 27. Wiley mentioned that the MCHA loss, based on the MCHA Medicaid cost report was just under \$3,000,000. He stated that some of the reasons for the increased loss was; a lower MCHA assessment, no Build America Bond rebate in 2015, and a lower Medicaid Supplemental Payment received in 2015.
 - **Aging Receivables Update:** Wiley presented to the Committee his concerns with some of the growing aging receivables. He stated that in the nursing home, for instance, eight resident accounts made up 65% of the 90 days and greater receivables. Some of the reasons were due to Medicaid coverage lapsing and family/guardians unwilling or unable to assist in gathering the paperwork needed for Medicaid renewal, or some residents simply not paying. Wiley asked the Committee to consider what actions should be taken in cases such as these.
 - **Write Off Receivables:** Wiley notified the Committee that the Clearview Administrator had approved the write off of \$82,554.05 in uncollectible receivables. This is the first write off of 2016. He provided various information to the Committee such as the reason, payer, and county pertaining to the write offs. He is presenting the write off information at the next Finance Committee meeting on June 14.
10. **NEXT MEETING DATES:** *Wednesday, July 6, 2016, at 7:45 a.m., in the Chapel at Clearview*, located on the first floor, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Duchac. Meeting adjourned at 10:05 a.m.

Dated this 6th day of July, 2016.

Respectfully submitted,



Thomas Schaefer, Secretary